



Meat & Poultry Inspection Division
West Virginia Department of Agriculture
1900 Kanawha Blvd. E., Charleston, WV 25305
304-558-2206

Walt Helmick
Commissioner

VACANCY ANNOUNCEMENT

Title: Meat and Poultry Inspector I
Salary: \$30,000
Headquarters: Greater Charleston Area
**Send Application
& Resume To:** **Anne Oravec, Executive Assistant**
West Virginia Department of Agriculture
1900 Kanawha Boulevard, East,
Charleston, WV 25305 – 0170
Phone: 304-558-2221
E-mail: aoravec@wvda.us
Closing Date: Until Filled

Nature of Work: An employee in this class performs entry-level meat and poultry inspection work as directed by a Veterinary Supervisor. Inspector will be required to complete an intensive training program divided into two components. One component concentrates on responsibilities of inspection associated with the slaughter of livestock and possibly poultry. The other component concentrates on pathogen reduction principles associated with food processing and more complex processing inspection responsibilities. Inspector receives continuing instructions in the application of applicable laws, regulations, manuals, and inspection methods concerned with antemortem and postmortem inspection and limited meat and poultry processing at commercial processing plants and slaughterhouses. The employee is required to participate in training sessions upon employment and pass tests with a minimum of 80% passing. This position involves daily travel to plants.

Examples of Work:

Examines heads of slaughtered meat producing animals for diseased or abnormal conditions and, when such conditions are found, tags the heads and carcasses for a more thorough inspection and final disposition by a veterinarian.

Observes and inspects by-products, handling of viscera, inedible handling, refrigeration of parts and carcasses, cutting, boning and trimming operations.



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Examines eviscerated carcasses for evidence of disease, abnormalities, or other damages and retains suspicious carcasses for disposition by a veterinary medical officer.

Observes the removal of localized defects in carcasses and parts by establishment employees, and monitors employees following standard operating procedures for cleaning and disinfecting of equipment used in such operations.

Observes the branding of carcasses passed without restriction and maintains required control over the carcasses and parts passed under restriction or condemned.

Verifies preoperational and operational sanitation inspections at commercial meat and poultry processing plants and slaughterhouses and enforces compliance with Sanitation Standard Operational Procedures (SSOP) requirements.

Conducts inspections of processing operations, and on a limited basis reviews processing formulae, procedures, technologies, ingredients, letters of guarantee, and reviews labels.

Completes computer generated procedures relating to Pathogen Reduction/HACCP principles. Performs other tasks as required by supervisory staff.

Working Conditions: The position requires extensive travel to inspected plants (5 days per week and some weekends) performing duties under difficult environmental conditions (heat, high humidity, sharp objects, slippery floors, etc.) and dealing with plant managers.

The position requires frequent or repetitive reaching above shoulder level, bending, standing, walking, pulling and pushing, well-developed manual dexterity, contact with animal blood and body fluids, and occasional indirect contact with ingesta and chemical substances.

Required Knowledge, Skills and Abilities (Essential Functions):

Knowledge of meat and poultry inspection law, regulations, manuals, directives, and other documents pertaining to inspection.

Knowledge of the Hazard Analysis and Critical Control Points (HACCP) systems and their application in the meat and poultry industry.

Knowledge of slaughtering, meat and poultry processing procedures and technologies.

Knowledge of normal appearance and habits of animals.

Knowledge of appearance of healthy carcass and parts.



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Ability to work in a noisy, hot, humid room under hazardous conditions such as slippery floors, suspended carcasses, and sharp, rotating parts of equipment.

Ability to use a knife with dexterity.

Ability to communicate effectively, both verbally and in writing.

Ability to use a personal computer or laptop at the basic level.

Ability to effectively deal with plant managers; including cases of controversy.

Excellent vision and color recognition is required.

Possession of a valid driver's license is required. Employee will be expected to use his/her private vehicle for official purpose, occasionally drive in inclement weather, and will be reimbursed for mileage.

Minimum Qualifications:

Training/Experience and Substitution: College education in animal science, meat science, microbiology or a closely-related field is preferred. A high school diploma and additional training at the vocational school level in slaughter of animals and/or meat processing, confirmed by a vocational school certificate, or a high school diploma and extensive experience in food inspection and practical application of pathogen reduction and HACCP systems at commercial establishments may be substituted.

Additional Requirements:

Valid Driver's License is required.

Dependable transportation is required.

Satisfactory completion of pre-employment drug testing.

Satisfactory completion of pre-employment law enforcement background investigation, including DMV records.

Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture and the State of West Virginia.

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